



**DISTRICT OF COLUMBIA COURTS
POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 12-12-079	OPENING DATE: 11-30-12	CLOSING DATE: 12-17-12	OPEN TO ALL APPLICANTS
POSITION: Assistant Deputy Register of Wills JS-945-13	TYPE OF APPOINTMENT: Career Service	SALARY RANGE: \$89,033-\$115,742 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Probate	LOCATION: 515 5 th Street, NW	TOUR OF DUTY: Full-time	

BRIEF DESCRIPTION OF DUTIES: Advises the Court on the laws and procedures in administering estates, guardianships, conservatorships, trusts and other fiduciary matters and suggests modes to facilitate same. Reviews and makes recommendations on the disposition of petitions, subsequent pleadings and proposed orders. Prepares legal memoranda for judges on technical issues. Represents the Office of the Register of Wills at hearings on complex issues. Undertakes special projects, as assigned

MINIMUM QUALIFICATIONS: A law degree, membership in the District of Columbia Bar, and at least four years of legal experience (practice of Probate law preferred), including at least one year as a judicial law clerk, an attorney engaged in the practice of law, or an attorney employed in local or federal government. **Active D. C. Bar identification number and law school transcript must be attached at the time application is submitted.**

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe separately experience, training or education that indicates your level of qualification for each factor. Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.

1. Knowledge of the theory, concepts and practices of probate, fiduciary and trust law.
2. Ability to present complicated matters in a courtroom or similar setting.
3. Ability to handle multiple tasks in an organized manner and meet concurrent deadlines under time pressure while producing high quality work-product.
4. Ability to communicate effectively, orally and in writing, in order to provide courteous and effective customer service to Court management and staff, the judiciary, and the public.

SELECTION PROCESS: After review of applications and ranking factor responses, a structured oral interview may be required of the highest qualified candidates.

Submit D.C. Courts Application and Ranking Factor Responses:

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001
Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor
For a court application, call (202) 879-0496, Fax (202) 879-4212 or visit our website at www.dccourts.gov

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.